

**Dane Town Hall Meeting Workgroup  
Minutes 8/31/05**

**Present:** Kathy Kaelin, AHSI, Tim Otis, Mental Health Center of Dane County (MHCDC), David Sievert, Community Living Alliance Inc.(CLA)/The Management Group (TMG), Jeff Erlanger, Michael Fox, DHFS/BMHCP, Peg Algar, DHFS/BMHCP

**Excused:** David LeCount, Dane Co. DHS (now retired and will no longer be included on this list), Peggy Michaelis (MHCDC), Fran Genter, Dane Co. DHS, Todd Costello, CLA, Wendy Warren DHFS/DDES

***I. Town Hall Meeting for Advocates, Providers and other interested parties***

- Jeff Erlanger will bring the names and addresses of the people/agencies to target for this Town Hall Meeting.
- This meeting will be scheduled for mid-December 2005.

***II. Alternative Venues for Enrollee Participation in Town Hall Meetings***

- Division staff will make the PowerPoint presentation for the Town Hall Meetings available for the public via the DHFS web site.
- Jeff Erlanger will follow up on utilizing the Cable City Channel 12 for re-broadcasting of the Town Hall Meetings.
- Jeff Erlanger will look into securing a signer for the deaf enrollees that will attend the meetings or view the videos.
- Other communication venues that division staff will investigate include: teleconferencing and making the PowerPoint presentation available on cd rom.
- The presentation will also be translated into Hmong, Spanish and Russian. Division staff will follow up on this.

***III. Timeline for Systems Adjustments EDS will need to make to Implement Program***

- September 12, 2005—EDS receives the finalized overlay for the Town Hall mailing, confirmation notice and lockin notice for SSI Dane County. EDS also receives the modified voluntary packet notice.

- October 10, 2005—
  - EDS receives all necessary provider information including technical data sheets for SSI Dane County (CLA) in a separate directive.
  - Receive a refreshed list of MR recipients from APS and waiver recipients.
  - Receive any materials needing to be stuffed in the enrollment packet from DHCF (i.e. guides, ombuds brochures, etc.) There will not be a choice form for mandatory recipients.
  - **The room booked at the Alliant Center for the Town Hall Meetings has changed from Exhibition Hall to the Monona, Wingra and Wabesa rooms.**
- November 4, 2005—EDS prints and mails the first 300 mandatory enrollment packets containing the SSI Dane County Town Hall mailing and other applicable materials. Recipients will be auto-assigned immediately for enrollment with a begin date of January 1, 2006, and MC-status G (auto-assignment) will be put on file. EDS will send Automated Health Systems (the enrollment broker) a list of the recipients enrolled.

#### *IV. Next Steps*

- A meeting will be set up between EDS, CLA and Division staff to discuss the above implementation timeline.
- Fran Genter will talk to the Alliant Center to find out if they would offer a discount on cookies for the Town Hall Meetings.
- Dave Sievert will ask CLA if they can fund the refreshments for the meetings.
- During our next workgroup meeting, we will go through a dry run of the PowerPoint presentation. The minor edits discussed at this meeting will be incorporated before the dry run. The PowerPoint document will be sent to workgroup meetings before the next meeting.
- The next meeting will be scheduled via e-mail.